

FOURTH CIRCUIT NON-COMPLIANT BRIEF AND APPENDIX CHECKLIST

BRIEF DOES NOT CONTAIN (FRAP 28, 29):
Disclosure Statement (for amicus, required only if amicus is a corporation)
Table of Contents, with page references
Table of Authorities (alphabetically arranged) with page references to brief
Statement of identity, interest & authority to file amicus brief
Statement regarding participation by parties, their attorneys, or other persons in funding or authoring amicus brief
Jurisdictional Statement
Statement of Issues
<input checked="" type="checkbox"/> Statement of Case
Summary of Argument
Argument Standard of Review (separate heading before discussion of issues is preferred) Discussion of Issues
Conclusion, stating relief sought
Signature of Counsel
Certificate of Compliance with typeface and length limitations (if brief exceeds applicable page limitations)
Certificate of Service
BRIEF FORMAT INSUFFICIENT BECAUSE (FRAP 32):
Improper cover color, cover should be _____ Cover does not contain: <input type="checkbox"/> Fourth Circuit Docket Number, centered at top (do not include district or agency docket number) <input type="checkbox"/> Heading: United States Court of Appeals for the Fourth Circuit <input type="checkbox"/> Title of Case (parties' names) <input type="checkbox"/> Nature of Proceeding and Court Below: Appeal from the U.S. District Court for the District of ... <input type="checkbox"/> Title of Brief, identifying party for whom brief filed: Brief of Appellant Joe Doe <input type="checkbox"/> Names, Addresses, Phone Numbers of Counsel participating in preparation of brief
Binding not secure down left side of document
Illegible copying
Needs 1" Margin on All Sides
Brief references record rather than appendix or does not reference appendix at all.
Brief references administrative record rather than appendix, and one paper copy of administrative record has not been filed as required if administrative record is adopted in lieu of an appendix.
Font size too small (<i>FRAP 32(a)(5)</i>)
Text is not double spaced
Length exceeds that allowed by <i>FRAP 32(a)(7)</i>

Brief is double sided
Sealed material not permanently redacted
Brief contains improper addendum material (<i>Loc. R. 28(b)</i>)
<input checked="" type="checkbox"/> Brief contains improper hyperlinks (<i>Loc. R. 25(a)(12)</i>)
Required paper copy not received (<i>Loc. R. 31(d)</i>) Number needed:
APPENDIX DOES NOT CONTAIN (FRAP 30, Loc. R. 30(b)):
Detailed Table of Contents within each volume of appendix with: Page numbers Name of each witness whose testimony is included and page number on which testimony begins Number and description of each exhibit and page number on which exhibit begins
Name of testifying witness and type of examination at top of each page of appendix containing testimony
Portions of record vital to understanding issues on appeal, including: <input type="checkbox"/> District court/agency docket sheet <input type="checkbox"/> Complaint or petition (civil)/Indictment (criminal) <input type="checkbox"/> Sentencing transcript (required in sentencing appeal) <input type="checkbox"/> Presentence report (required in sentencing appeal) <input type="checkbox"/> Opinion and order/judgment appealed from <input checked="" type="checkbox"/> Notice of appeal
APPENDIX FORMAT INSUFFICIENT BECAUSE (FRAP 32):
Improper color cover, cover should be white Cover does not contain: <input type="checkbox"/> Fourth Circuit Docket Number, centered at top (do not include district or agency docket number) <input type="checkbox"/> Heading: United States Court of Appeals for the Fourth Circuit <input type="checkbox"/> Title of Case (parties' names) <input type="checkbox"/> Nature of Proceeding and Court Below: Appeal from the U.S. District Court for the District of . . . <input type="checkbox"/> Title of Document: Joint Appendix <input type="checkbox"/> Names, Addresses, Phone Numbers of Counsel <u>on both sides of case</u>
Binding not secure down left side of document
Appendix does not lie reasonably flat when open
Appendix contains condensed transcript
Appendix does not have page numbers
Appendix is not in chronological order
No joint appendix (this appeal requires a joint appendix)
Additional copies required (<i>Loc. R. 30(b)</i>) ()
Each electronic volume of appendix must correspond to each paper volume (size permitting)
Appendix volume exceeds 1 1/2 " or 700 pages

NOTES: